



*Embassy of the United States of America*

February, 11, 2016

Dear Prospective Bidders:

The U.S. Embassy Muscat is planning to celebrate our National Day on the evening of Monday, May 30, 2016. Approximately 300 guests are expected to attend.

Attached is a statement outlining our detailed requirements for the venue hosting the event. We also welcome any creative suggestions you may have to make it a fun and memorable evening for our guests. We are looking for a fully thought out special event proposal.

Request for Proposal (RFP) Deliverables:

1. The proposal should include:
  - a. The cost breakdown of providing each of the items listed in the attached Statement of Requirements.
  - b. The menu and description including what portions will consist of for one guest.
  - c. The maximum capacity for the venue/banquet room in your proposal.
  - d. The number of bartenders and servers who will be on duty at the event.
  - e. Any other information and suggestions you feel are relevant.

Proposal Evaluation Plan:

1. The following criteria will be used to evaluate proposals:
  - a. Addresses all requirements listed in the Statement of Requirements
  - b. Adequacy of the proposed banquet room, food portion size, and cost.
  - c. Overall cost of proposal

Contract Award:

1. This contract will be awarded based on the proposal that is the best value and technically meets all of the requirements in attached Statement of Requirements.

Prospective offerors should contact Mohanarangan Sundaram at 2464-3488 for additional information. Proposals are due by 1:00 P.M. March 3, 2016. Proposals should be submitted to the U.S. Embassy, Jameat a' Duwal Street, Al Khuwair, Muscat.

We hope to make this a memorable and fun event and look forward to seeing your proposal.

Regards,

John Jutte  
Contracting Officer

# Statement of Requirements for U.S. National Day Celebration 2016

The event will have an estimated 300 guests. The event will take place on the evening of Monday May 30, 2016. Please quote all prices by item and as a total. The hotel will provide:

## Requirements:

- Ballroom accommodation for 300 guests
- Stage area for speakers, flags, microphone, and podium
- Lighting for event
- Red Carpet at Entrance with Brass stanchions for Receiving Line
- 2 Omani Flags
- 2 Photos of Sultan Qaboos and easels for photos to be placed on LCD Projector and screen (s)
- Podium with microphone
- Wireless microphones
- Technician on duty during the event
- Large flower arrangement for Receiving Line
- Majlis (VIP) area with small flower arrangements

## Catering/Refreshments:

Appetizers: nuts, olives, carrot/cucumber sticks on the small cocktail tables  
American food: fried chicken, pulled beef, salmon, chicken waffles, sloppy joes, potato nuggets, American beef sliders, hot dogs, gourmet mini pizzas, etc.

Dessert area: Chocolate fountains with assorted dippers, donut flag, ice cream station, etc.  
Cake with Omani & American flags

Beverages: Assorted juices, carbonated beverages, still and sparkling water  
Embassy to provide alcoholic beverages: beer and wine only

Hotel to provide staff to open and serve all beverages  
Hotel to provide two bar areas on either side of ballroom

## Set-up:

- Two tables outside the main entrance of the ballroom for guest check-in with invitations (Embassy to provide scanners)
- Table for incoming gifts
- Table(s) for departure favors

Two rooms for band to change in  
Meal for band at hotel  
12 Cocktail tables (decorated)

Security:

To be determined by Embassy Regional Security Officers and hotel management

- a. Floor plan, ballroom capacity: The event space will be large enough for 300 guests with additional space for the display of information about the Embassy, band or DJ, and the related theme. Please provide the overall ballroom capacity in your statement. Some of the display space could be outside the ballroom itself, perhaps in a lobby area directly outside the ballroom. We require the ballroom for the entire day, though the event takes place from 7pm to 9 pm. We ask that adjacent areas (rooms, foyers, etc.) not be used immediately prior to or during the event.
- b. Menu: We request three categorized dinner package price options for food based on quantity of offerings. The menu will at least include passing of appetizers for 1.5 hours. Vegetarian and non-vegetarian foods should be available. Hotel suggestions are welcome. Soft drinks, fresh lime soda, coffee, tea, water, and ice should be provided. An ample number of staff must be available to serve the food, including passing appetizers and drinks. The hotel should provide glasses, ice and wait service for the beer, wine that the Embassy will provide.

There will be a tasting meal for approximately 8 Embassy staff to attend no less than one month before the end of May event. This "meal" will be to sample the items reflecting the theme.

Due to our billing system we must set a total number of people before the event and not be charged by head count. We will give the hotel an approximate head count no later than 7 days before the event and will revise this number 48 hours before the event with current numbers. We expect no less than 300 guests.

- c. Administrative control rooms: Reserved
- d. Audio-visual: Audio and visual systems should meet industry standards. Please provide details of what will be available. There should be qualified staff on hand during the event to run and manage the audio and visual systems. All AV equipment will have an Uninterrupted Power Supply (UPS) to cover any power failure. Hotels will provide drawings of placement of screens, staging, lighting, etc. for approval of the proposed arrangement.
- e. Parking: There should be sufficient parking spaces available for 450 guests, approximately 300 cars. There should be quick and easy access to cars for certain VIP guests.

- f. Décor: Red roses and blue carnations can be used to brighten the room and serve as an attractive table center piece. While these are suggestions for the event's décor, we would love suggestions and ideas for developing the event's aesthetic. American and Oman National Flags will be placed next to the podium on the side of the stage where the Ambassador will address the guests.

Balloons

Banners/bunting to be provided by Embassy

Roll-up banners with contributor's names provided by Embassy

TV's or VCRs with rolling inspirational message

Please quote prices for all of the above by item. You may submit 3 different options for food package with the price break-up for each option. The price estimate should be fully inclusive of room rentals, decorations, equipment, food, non-alcoholic beverages, glass and dinner ware, and all wait staff services, excluding tax. Please note that as a diplomatic entity we are exempt from tax and will submit a letter for exemption from all applicable taxes. Please submit your proposal to the U.S. Embassy, Contracting Officer, John R. Jutte by email [JutteJR@state.gov](mailto:JutteJR@state.gov)